

Name _____

Focus on My Career

After you have created your Academic and Career Plan, review this checklist to determine what you have completed and still need to do.

To complete my Career Plan I need to work on the following skills:

- ☐ _____
- ☐ _____
- ☐ _____

I plan to improve my skills by doing the following:

- ☐ _____
- ☐ _____
- ☐ _____

My To Do List:

- ☐ Make a list of my accomplishments, awards, activities, organizations and offices held, volunteer projects and activities, for grades 9-12. This will help to ease the scholarship and college application process. Keep adding to this each semester.
- ☐ Review my Plan of Study and make changes as needed. (freshman)
- ☐ Work on my cumulative grade point average (ongoing)
- ☐ Take the ACT Test and/or WorkKeys Assessment. (junior)
- ☐ Make a list of the schools I am serious about and do research on each, comparing costs and services. (ongoing)
- ☐ Visit the campuses of my top choices. Write down the pro and cons of each school.
- ☐ Fill out the FAFSA and submit prior to the deadline. (senior, as soon after October 1 as possible)
- ☐ Talk to my parents about my career plan and my financial options. (ongoing)
- ☐ Check out scholarships that I am eligible for, fill out applications and get in by deadline. (senior)
- ☐ Try out work experiences related to my career plan, if possible. (ongoing)
- ☐ Arrange a Job Shadow opportunity. (junior or senior)
- ☐ _____
- ☐ _____
- ☐ _____



Resources and support I need:

- ☐ _____
- ☐ _____
- ☐ _____